

Examination Method

Minimum Qualifications Evaluation: Employment applications for HR Admin Technician 2 will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the written test if they wish to be considered for currently posted position vacancies.**

Written Test: To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for HR Admin Technician 2. **The written test takes approximately four (4) hours to complete.**

Test Content Summary

The written test for HR Admin Technician 2 consists of 70 multiple choice questions divided into four test sections. Each test section has been designed to assess knowledge, skills, and abilities required to effectively perform technician-level human resources work. Test sections are:

Applying Personnel Policies - Questions 1 through 20 test your skill at applying a set of policies. Questions use an employment certificate which includes two columns that must be completed for processing the "Action" column and the "Remarks" column. On the certificate in each question, the "Remarks" column has been completed with all the required information. The "Action" column, however, has not been completed. Questions require that you determine the correct Action codes for the names on the certificate using the Action Code System provided. (20 Questions)

Performing Pay and Leave Calculations - Questions 21 through 40 require you to perform calculations similar to those frequently performed by employees in technician-level human resources positions. You will use salary schedules and a calendar to calculate the readjusted salary for employees with unpaid leave during a pay period. You will also calculate Service Anniversary Dates for re-appointed employees with prior State service. (20 Questions)

Comparing Copy - Questions 41 through 60 evaluate your skill at finding errors in copied information. Compare each line of the COPY at the bottom of the page with the corresponding line of the ORIGINAL at the top. Each word, abbreviation, or digit in the COPY which is not exactly the same as in the ORIGINAL is ONE error. In each line, count every word abbreviation, or digit that is wrong. Select the answer choice that indicates the number of errors you have counted in each line. (20 Questions)

Determining Word Meanings and Usage - Questions 61 through 70 assess your ability to use words properly. Each question consists of a sentence with a word highlighted in capital letters. Underneath each sentence are four words or four groups of words that appear as answer choices. To answer the questions correctly, you must determine which answer choice is closest in meaning to the word that appears in capital letters in the sentence. (10 Questions)

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).